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Going Paperless at LANL

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Pollution Prevention Program

Why Go Paperless?

- Be a good steward of the environment
  - Don't be wasteful
  - Think twice about the products you use and end-of-life disposal
  - Think twice about the waste and types of waste you will produce
- Technology is changing at record speeds
  - Electronic Messaging
  - Mobile Applications
  - Electronic File Transfer and Storage
  - Document Management Systems
  - Cloud Storage

The Benefits of Going Paperless

- Save Time and Money
- Faster Customer Response
- Reduce Paper Use
- Reduce Potential for Injuries
- More Office Space
- Preserve a Legacy of Knowledge
- Ease of Retrieving Electronically Saved Documents
- Reduce Environmental Footprint

What Types of Documents Do You Manage?

- Controlled or Uncontrolled? Compliance? Classified?
  - Who will have access?
    - Names and Z Numbers
    - Access requirements based on need to know
- Good Quality Documents?
  - Can they be safely copied or scanned?
  - Documents may be brittle and need to be handled with care
- Reports, Drawings, Records, Designs, etc…

- Will These Documents be Destroyed or Kept?
  - Verify Retention Schedules / Different drivers have different schedules
  - Destroyed: Shred
  - Kept: Placed in Paper Vault

Getting Started

- Establish a review process prior to the creation, transmittal, and storage of documents
- Ensure you have the right equipment to retrieve or read documents
  - Technology changes – are you up to date?
  - Equipment becomes obsolete – is yours compatible?
- Example: do you have the capability to read microfiche or a floppy disk?

Database Selection

- **ERMS**
  - Records that are Being Archived
  - Electronic Records Management System
    - Submit Records for Electronic Storage

- **EDMS**
  - Active Documents/Procedures and Records
  - Electronic Document Management System
    - Submit Procedures for Electronic Storage (maintain historical processes)

Unclassified Paperless Success: ERMS

Five reasons

to join the Electronic Records Management System (ERMS)

1. Keep your unclassified electronic records (including email records) safely in one place.

2. Retrieve records any time of day.

3. Declutter your office (turn paper records into PDFs).

4. Preserve the legacy of your work in an accessible format for the future.

5. Fulfill your recordkeeping responsibilities under federal law.

The Electronic Records Management System is for all employees and their unclassified records.

Easy records submittal, retrieval, and disposition will change the way you manage and share information.

ERMS

Los Alamos
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For more information, visit records.lanl.gov

UNCLASSIFIED

Classified Paperless Success: Wellnitz Team

Classified Document Retention Goes Paperless

- The Applied Physics Division's Wellnitz Team moved approx.1,000 boxes of classified material from four vault-type rooms (VTR), including the Administration Building's Wellnitz Center.

- The material, which supports weapons design work, was consolidated at a single secure location. The team moved highly classified documents to electronic storage and recorded them in a database that ensures their safety, availability, and security without interrupting service to the design community.

LOS ALAMOS NATIONAL LABORATORY
CURRENTS

October 2008
2007 Distinguished Performance Award recipients selected
Wellnitz Team works out of the box, wins award

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Paperless Initiative in a Mobile App: WSST and Quality Assurance

- Efficient and immediate access to working documents while out of the office or in the field.

- Record of meeting/presentation attendance immediately available.

- Meeting minutes (*e.g.,* safety meetings) can be easily uploaded and stored on WSST sites.

- Document edits and data updates can be performed in the field - reviews and comments are captured and document is up to date.

- Ability to distribute meeting notes/presentation slides electronically.

- Some sites keep only one copy of a file on site. If key documents are destroyed they may be irreplaceable. A paperless system ensures that critical documents and data are backed up and readily available.

Questions?

Thank you!